

E-Sign Mad Dog Project

5/1/01 Weekly Meeting Minutes

1:00 – 2:00 ROB Room 5009

Attendees:	<p>CIO – Neil Sattler, Joseph Miranda, Charlie Coleman</p> <p>Schools – Mike Murray</p> <p>OGC – Ron Sann</p> <p>Mod Partner – Mike Gibbons, Heather Burke</p>
Topics Covered	<p>Mad Dog Project Update</p> <ol style="list-style-type: none"> 1) <u>Consolidated Project Plan</u>. Highlighted important items as discussed below. Submit updates by email (to heatherburke@kpmg.com). 2) <u>5/3 FFEL E-Sign Town Hall</u>, ROB Auditorium, 1-4 pm. Selective SFA participation. Agenda: SFA E-Sign Overview; Standards Publication; NCS PIN Service; Q&A; E-Signatures in Schools and Industry. Scope of meeting won't include a detailed, technical step through of how to create a process that adheres to the Standards. 3) <u>Business Case Funds</u>. Reduction in needed business case funds will be presented at the 5/15/01 IRB. Finalizing cost changes with business channels. 4) <u>Documentation Deliverables</u>. Plan calls for drafts by 5/15/01. Plan calls for a presentation to the SFA management council meeting after the 5/15/01 IRB. 5) <u>Certification & Accreditation</u>. Haven't been able to collect key data components, some of which don't exist. Re-evaluating what is missing and how to obtain it, so lack of certification materials won't be a risk factor to the 7/2/01 project timeline. <p>Workgroup Updates</p> <ol style="list-style-type: none"> 1) <u>Legal/Policy</u>: <ol style="list-style-type: none"> a) Standards. Secretary approved 4/30/01. Financial Partners will distribute the Standards today and they should be posted on the SFA websites tomorrow. b) ANPRM/NPRM. NPRM on record retention will not be issued. 2) <u>Technology Update</u>: none 3) <u>Business Processes</u> <ol style="list-style-type: none"> a) DLO. Format and wording is nailed down. Showed process to a school focus group yesterday; tomorrow will test web page flows with high school students. Finalized a method to prove users have read the PDF files. b) DLC. No update. c) DLS. No update. d) PIN. In overdrive to finalize the contract with NCS. e) VDC. No update. f) DCS. No update.
Action Items	<ul style="list-style-type: none"> • Email Mike Murray a request for EDS to review documentation on how the LO process meets the now published Standards (Sattler) • Meet Wed at lunchtime to discuss: <ol style="list-style-type: none"> 1. whether their task order includes a security plan for the eMPN website 2. verification of DL process flows for CBA questions 3. VDC SAN storage costs of 256 G (Wingard/Sattler/Mod Partner) • Find out how Mod Partner schedules 508 compliance reviews with ED/CIO and incorporate the review into each business channel's project schedule (Mod Partner/business channels)
Agenda Items for Next Meeting	<ul style="list-style-type: none"> • Tuesday, 5/8/01 1:00 – 2:00 ROB (Room 5009) Weekly Mad Dog Status Update. • All e-sign documents are available in Outlook under: Public Folders > All Public Folders > OSFA > OCIO > Innovations > E-ID Mad Dog.

